SECURITY
& INTELLIGENCE
DIVISION
FORT CAMPBELL

Information Security

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(270) 798-4566

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Information Security

- INFOSEC Concepts
- Levels of Classification
- Recognizing Classification Markings
- Storage of Classified Material
- Transmission of Classified Material
- Destruction of Classified Material

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Responsibilities

- Unit Commander
- Security Manager/S-2
  - Commander's SME for Security Related Matters
- Individuals
  - Regular Handlers
  - Irregular Handlers
  - Everyone Else

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What is Classified Information?

- Information that:
  - Based on Content, Requires Protection Under Current Executive Order/Army Regulation
  - Is Marked to Indicate Its Classified Status

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What Can Be Classified?

- Military Plans, Weapons or Operations
- Foreign government Information
- Intelligence Activities, sources or Methods
- Foreign Relations/Activities
- Scientific, Technological or Economic Matters Related to National Security
- Programs for Safeguarding Nuclear Material or Facilities
- Cryptology Systems
- Vulnerabilities or Capabilities of Systems, Installations, Projects or Plans Relating to National Security
- Weapons of Mass Destruction Information

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Classification Levels

- TOP SECRET (TS)
  - Exceptionally Grave Damage
- SECRET (S)
  - Serious Damage
- CONFIDENTIAL (C)
  - Damage
- UNCLASSIFIED (U)

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Controlled Unclassified Information (CUI)

- Information That:
  - Is Unclassified
  - Is Sensitive
- Examples:
  - Privacy Act
  - Financially Sensitive
  - Proprietary
  - Administrative (FOUO and Other)

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MARKING CLASSIFIED INFORMATION

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Classification Markings are for TRAINING PURPOSES ONLY

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Marking Classified Information

- Alerts Holders of Classification
- Provides Protection Requirements
- Lists Reasons for Classification
- Warns Of:
  - Special Access Control
  - Safeguarding Requirements

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Required Markings

- Overall Classification
- Portion Markings For EACH Paragraph
- Classification Authority
- Declassification Instructions
- Reason(s) for Classification

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SECRET 3.

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

date

MEMORANDUM FOR DASD (I&S)

1. SUBJECT: Portion Markings and Overall Classification Marking (U) 1.

1. (U) The first step in marking a document is to identify the classification level of each portion contained in the document. This includes each paragraph, subjects, and titles. Only by identifying the proper classification for each portion can the overall classification level be determined.

a. (U) The three sample paragraphs shown here contain "Unclassified," "Secret," and "Confidential" information, respectively. Portion markings consist of the letters "(U)" for unclassified, "(C)" for "Confidential," "(S)" for "Secret," and "(TS)" for "Top Secret."

b. (U) These abbreviations are placed, in parentheses, before the portion, or after the title to which they apply.

c. (U) Whenever possible, use an unclassified title or subject line. If a classified title and/or subject is necessary, follow it with a short, unclassified title.

1.&2.

2. (S) The second step in classifying a document is determining the overall classification of the document. The overall classification is determined by the highest classification level of information contained in the document. In the example shown here, "Secret" is the highest level of classification. This is paragraph 2. If it were to contain "Secret" information, this portion would be marked with the designation "S" in parentheses.

3. (C) "Conspicuously" place the overall classification at the top and the bottom of the page. This is paragraph 3. If it were to contain "Confidential" information, this portion would be marked with the designation "C" in parentheses.

Classified by: Emmett Paige, Jr., ASD(C3I)
Reason: 1.5 (a) and (d)
Declassify on: December 31, XXXX

SECRET

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Overall Classification

SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

date

Classified by: Emmett Paige, Jr., ASD(C3I)
Reason: 1.5 (a) and (d)
Declassify on: December 31, XXXX

SECRET

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Portion Markings

SUBJECT: Portion Markings and Overall Classification Marking (U)

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portion contained in the document. This includes each paragraph, subject
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and "Confidential" information, respectively. Portion markings
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would be marked with the designation "C" in parentheses.

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Classification Authority/Reason/Declass Instructions

Classified by: Emmett Paige, Jr., ASD(C3I)
Reason: 1.5 (a) and (d)
Declassify on: December 31, XXXX

SECRET

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STORING CLASSIFIED MATERIAL

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Storing Classified Information

- Storage To Prevent Unauthorized Access
  - Security Containers (Safes)
  - Vaults
- NO Items Having Monetary Value
  - Cash
  - Narcotics
  - Weapons

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GSA Approved Containers

Look for the label!

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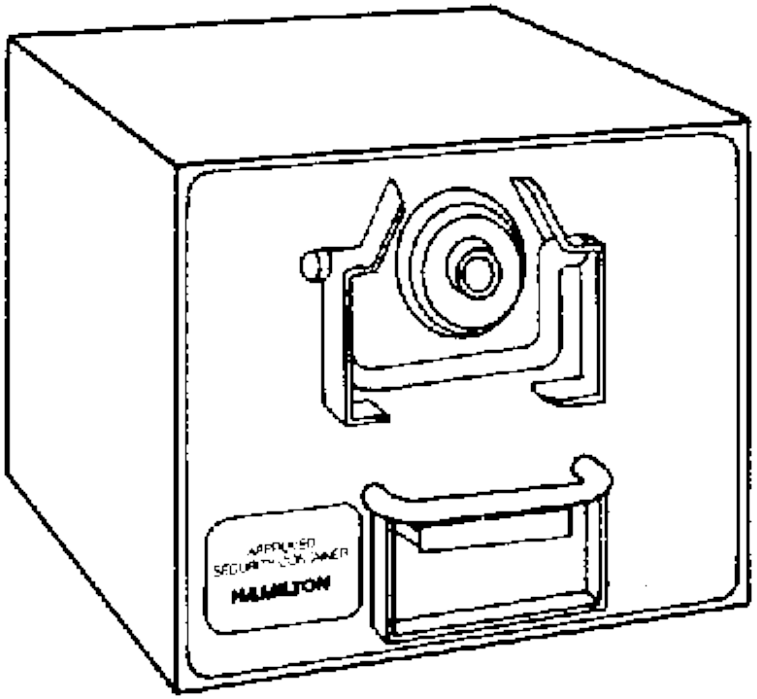
Field Safes



- **NOT** Authorized For Classified In Garrison
- **MUST** Be Secured to a Permanent Structure In a Tactical Environment

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What's Wrong With This Picture?

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How About This One?

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TRANSMITTING CLASSIFIED MATERIAL

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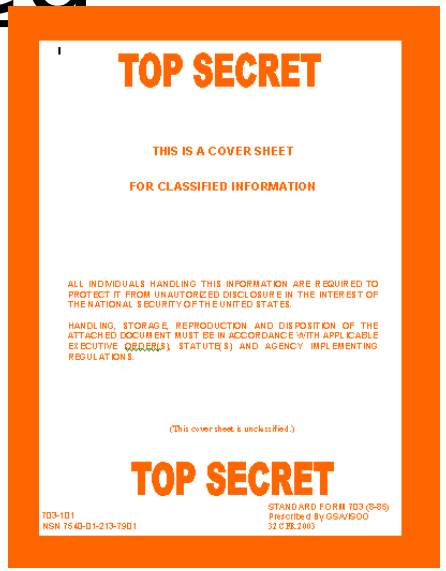
Transmitting Classified


TOP SECRET
THIS IS A COVER SHEET
FOR CLASSIFIED INFORMATION
ALL INDIVIDUALS HANDLING THIS INFORMATION ARE REQUIRED TO PROTECT IT FROM UNAUTORIZED DISCLOSURE IN THE INTEREST OF THE NATIONAL SECURITY OF THE UNITED STATES.
HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF THE ATTACHED DOCUMENT MUST BE IN ACCORDANCE WITH APPLICABLE EXECUTIVE ORDER(S), STATUTE(S) AND AGENCY IMPLEMENTING REGULATIONS.
(This cover sheet is unclassified.)
TOP SECRET
703-101
NSN 7540-01-213-7901
STANDARD FORM 703 (8-85)
Prescribed by GSA/ISOO
32 CFR 2003

- TOP SECRET
  - Cryptographic Systems
    - Including SIPRNET
  - Defense Courier Service
  - Diplomatic Courier Service
  - Cleared U.S. Military/Civilian Personnel
    - Travelling by Surface
    - On Military/Military-Contracted Passenger Aircraft
  - **CAN NOT BE MAILED!**

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Transmitting Classified

SECRET
THIS IS A COVER SHEET
FOR CLASSIFIED INFORMATION
ALL INDIVIDUALS HANDLING THIS INFORMATION ARE REQUIRED TO PROTECT IT FROM UNAUTHORIZED DISCLOSURE IN THE INTEREST OF THE NATIONAL SECURITY OF THE UNITED STATES.
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(This cover sheet is unclassified.)
SECRET

- SECRET:
  - Same as Top Secret
  - USPS Registered Mail (50 States)
  - USPS Express Mail (50 States)
  - GSA Contracted Overnight/Next Day Service

- Limitations:
  - **NO STREET SIDE COLLECTION BOXES!**

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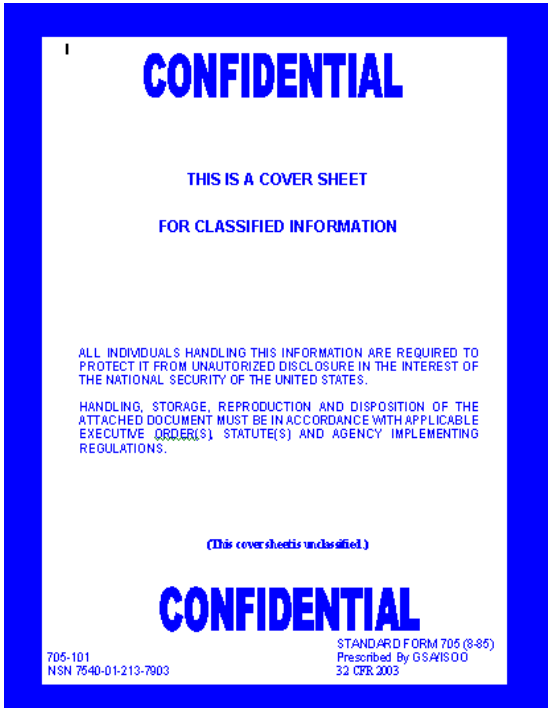
Transmitting Classified

- CONFIDENTIAL
  - Same as Top Secret and Secret
  - USPS First Class Mail
    - 50 States
    - U.S. Territories
    - District of Columbia
  - Registered Mail:
    - APO/FPA or DoD Contractors
    - NATO Confidential Material


CONFIDENTIAL

THIS IS A COVER SHEET

FOR CLASSIFIED INFORMATION

ALL INDIVIDUALS HANDLING THIS INFORMATION ARE REQUIRED TO PROTECT IT FROM UNAUTORIZED DISCLOSURE IN THE INTEREST OF THE NATIONAL SECURITY OF THE UNITED STATES.

HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF THE ATTACHED DOCUMENT MUST BE IN ACCORDANCE WITH APPLICABLE EXECUTIVE ORDER(S), STATUTE(S) AND AGENCY IMPLEMENTING REGULATIONS.

(This cover sheet is unclassified.)

CONFIDENTIAL

705-101
NSN 7540-01-213-7903

STANDARD FORM 705 (8-85)
Prescribed By GSA/ISOO
32 CFR 2003

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Transmitting Classified

- Mailing – vs – Courier
  - Use Mail or SIPRnet Before a Courier
  - Couriers Appointed Based on Mission Requirement
  - Couriers Limited - Not Everyone Needs to be a Courier
  - Hand Carry as Little as Possible:
    - Document Over Disk
    - Disk Over Hard Drive
    - Hard Drive Over Laptop

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Transmitting Classified

- On Post:
  - DD 2501, Courier Authorization Card
- Off Post:
  - CONUS: Written Courier Orders Supplied by Brigade S-2
  - OCONUS: Written Courier Orders Supplied by:
    - MSE G-2 for FORSCOM Units
    - DPTMS-SID for IMCOM Units

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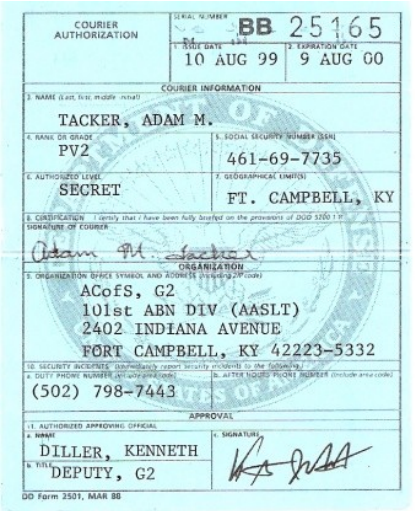
DD 2501, Courier Cards


COURIER AUTHORIZATION
SERIAL NUMBER BB 25165
1. ISSUE DATE 10 AUG 99
2. EXPIRATION DATE 9 AUG 00
COURIER INFORMATION
3. NAME (Last, first, middle initial) TACKER, ADAM M.
4. RANK OR GRADE PV2
5. SOCIAL SECURITY NUMBER (SSN) 461-69-7735
6. AUTHORIZED LEVEL SECRET
7. GEOGRAPHICAL LIMIT(S) FT. CAMPBELL, KY
8. CERTIFICATION I certify that I have been fully briefed on the provisions of DOD 5200.1-R.
SIGNATURE OF COURIER Adam M. Tacker
ORGANIZATION
9. ORGANIZATION (Office Symbol and Address (Including ZIP Code)) ACofS, G2
101st ABN DIV (AASLT)
2402 INDIANA AVENUE
FORT CAMPBELL, KY 42223-5332
10. SECURITY INCIDENTS (Immediately report security incidents to the following:)
a. DUTY PHONE NUMBER (Include area code) (502) 798-7443
b. AFTER HOURS PHONE NUMBER (Include area code)
APPROVAL
11. AUTHORIZED APPROVING OFFICIAL
a. NAME DILLER, KENNETH
b. TITLE DEPUTY, G2
c. SIGNATURE
DD Form 2501, MAR 88

- Limited to Fort Campbell.
- Courier Briefing & Statement Of Understanding Required Annually
- Courier Card Valid For Two Years
- Cards Are Accountable Forms
- Issued On Control Log
- Return And Destruction Annotated On Log
- Cards, Certificates, And Log Are Inspectable Items

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Off Post Couriers

- One Courier – One Order
- Limited Number of Couriers
- Single Mission
- Classified Properly Wrapped/Secured
- Inventory of Classified at Home Station

  – The Classified Material **NOT** the Means

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Transportation Security

- Courier Must Coordinate for GSA Approved Storage or Guards During Stops
  - **Hotel Safe Is Not Authorized!**
- Sleeping With Classified Material Is Not Safeguarding!

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DESTRUCTION OF CLASSIFIED MATERIAL

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Destruction of Classified

- Paper-Based:
  - Cross-Cut Shredding
  - Pulverizing/Disintegrating
  - Pulping

  - Open Burning is NOT AUTHORIZED on Fort Campbell

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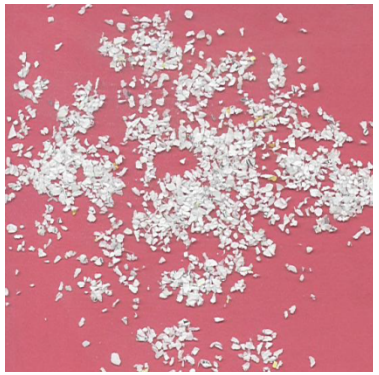
Cross-Cut Shredders

- 1/32” x ½” is the Current Standard

- 0.8mm x 4.0mm for COMSEC (Soon for All)



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Post Pulverizer

- Capable Of Destroying Paper
- Authorized For Use Up To Top Secret/SCI.
- Open Tuesday, By Appointment.
- Located In Bldg 2404, Indiana Avenue
- Call SID, 798-4566 For An Appointment.

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Post Pulverizer

- Unit Responsible For Safeguarding Material, Courier Cards Required
- Operator Is Provided A Safety And Procedures Brief; Runs The Equipment And Aids In Clearing Jams
- Unit Responsible For Feeding Material Into The Machine And Completing Certificates

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SID Degausser

- Located in Bldg 43
- Used for all magnetic media
- Available during normal SID business hours

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WHAT HAPPENS IF…

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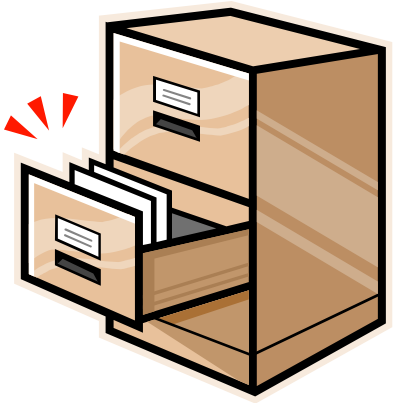
Security Violations

What does it look like?



* Any willful or negligent act that could result in the unauthorized disclosure of classified material!

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Make the call!

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CONCLUSION

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Information Security 101

- INFOSEC Concepts
- Levels of Classification
- Recognizing Classification Markings
- Storage of Classified Material
- Transmission of Classified Material
- Destruction of Classified Material

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QUESTIONS?

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Information Security

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